



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

IMAH-HRD-D

**JUN 27 2006**

**MEMORANDUM FOR US Army Installation Management Agency Personnel**

**SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #45, Payment of Expenses to Obtain and Renew Professional Credentials for Army Civilian Employees**

**1. REFERENCES.**

a. Section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, amending Title 5, United States Code, section 5757.

b. Memorandum, Office of the Assistant Secretary of the Army (M&RA), subject: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees, 20 June 2003.

c. Memorandum, Administrative Assistant to the Secretary of the Army, subject: Delegation of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities, 29 September 2003.

d. Memorandum, Assistant Chief of Staff for Installation Management, subject: Delegation of Civilian Personnel Authorities to Director, Installation Management Agency, 11 December 2003.

**2. PURPOSE.** To supplement relevant policies of the Department of Defense (DOD) and Department of the Army (DA), to redelegate approval authority, and to provide processing procedures for the payment of costs for professional credentials for IMA civilian employees.

**3. APPLICABILITY.** This policy applies to appropriated and non-appropriated fund IMA civilian employees. This policy memorandum supersedes IMA policy memorandum #45, 27 January 2005.

**4. POLICY.**

a. Reference 1a permits federal agencies to pay the expenses for civilian employees to obtain and renew professional credentials, including expenses for professional accreditation, state-imposed and professional licenses, and professional certifications; and examinations to obtain such credentials.

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b. Reference 1b contains DA implementation guidance and delegates approval authority to the Administrative Assistant to the Secretary of the Army (AASA) for the payment of expenses to obtain and renew professional credentials. It also requires recording all costs/payments associated with professional credentialing in the Defense Civilian Personal Data System (DCPDS).

c. Reference 1c contains the AASA delegation authority for the payment of expenses to obtain and renew professional credentials to the HQDA Principal Officials who may redelegate this authority to the lowest practicable level.

d. Reference 1d prescribes specific civilian personnel authorities delegated to the Assistant Chief of Staff for Installation Management (ACSIM), including the authority for the payment of expenses to obtain and renew professional credentials. The ACSIM redelegated the authority for payment of costs for professional credentials to the Director, IMA.

e. In accordance with reference 1d, the Director, IMA redelegates the authority to approve the payment of expenses to obtain and renew professional credentials to Region Directors and Garrison Commanders/Garrison Managers for their respective staffs for both required and optional credentialing. This authority may not be further delegated.

f. IMA supports the judicious use of government funds for the payment of expenses to obtain and renew professional credentials, funds permitting. The payment of expenses to support professional credentialing is not an employee entitlement. Use of this authority is a discretionary recruitment and retention tool. The funding of expenses to obtain and maintain professional credentials is reimbursable and will come from within current IMA budgets, except in cases where funding is available through civilian career program channels.

g. IMA authorizes the payment of expenses to obtain and renew professional credentials if required for continued employment in the employee's current position. Required professional credentials are considered mandatory for continued employment in the employee's current position when they can be linked to a regulatory federal, state, or city requirement.

h. IMA authorizes the payment of expenses to obtain and renew optional professional credentials. Optional professional credentials are not considered mandatory for continued employment, but will clearly demonstrate that the credentials

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will benefit the systematic development of employees and enhance their current job performance in support of IMA's mission and goals.

i. Professional credentials do not include the payment for academic degrees or fees for membership in professional societies or associations.

## 5. PROCEDURES.

a. The Individual Development Plan (IDP) will be used to document the agreement between employee and management regarding obtaining or renewing specific professional credentials.

b. Requests for the payment of expenses to obtain and renew professional credentials will be by memorandum from the employee through the chain of command to the approving official. The memorandum for a required professional credential (see para 4g) must include the regulatory reference for the professional credential. The written justification for an optional professional credential (see para 4h) must clearly demonstrate that the credential will benefit the systematic development of the employee and enhance the job performance of the employee in support of the IMA mission.

c. IMA employees in Army civilian career programs may request funding through their civilian career program channels. For example, Army Career Program 11 (CP11) centrally funds the payment of testing and certification costs for several of the professional credentials required for CP11 careerists Army-wide. Civilian employees in a career program should initially contact their career program point of contact for information concerning possible reimbursement. If a professional credential is funded through career program channels, the reporting data as required by paragraph 5.i.(1) does not have to come through IMA channels.

d. IMA employees must obtain prior written approval from the appropriate approving official prior to incurring the costs connected with professional credentials. Reimbursement under this authority is not retroactive. Authorization for payment must be in compliance with DOD and DA policies contained in reference 1b. If approved, reimbursement will be provided upon successful attainment of the professional credential and submission of SF 1164, Claim for Reimbursement for Expenditures on Official Business.

e. It is important that accurate data be entered into DCPDS to track the reimbursement costs for professional credentials. Until IMA deploys a Training and

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Education Automated Management System (TEAMS) that will flow reimbursement data into DCPDS, each employee receiving reimbursement approval must submit a copy of the following to his/her servicing Civilian Personnel Advisory Center (CPAC) for transmittal to the appropriate regional Civilian Personnel Operations Center (CPOC) into DCPDS:

- (1) Written approval for reimbursement from the appropriate approval authority;
- (2) Certificate or license obtained, and,
- (3) The SF 1164 showing reimbursed certificate or license fees.

f. Payment for the approved costs of obtaining and maintaining the credential will come from the appropriation that pays the employee's salary. Nonappropriated fund (NAF) employees of Category C, Morale, Welfare, and Recreation programs will be funded from garrison NAF resources.

g. Reimbursable expenses include fees for examination preparation courses (to the extent the training is job-related), examination fees, registration fees (initial and renewal), and travel and per diem costs to take an examination.

h. The term "professional" is broadly interpreted in this authority and can cover any occupation. Hence, this authority is equally applicable to engineers, attorneys, and industrial hygienists as it is to electricians, hazardous material handlers, and pipe fitters.

i. Reports. In addition to the DCPDS reporting requirement in reference 1b, additional IMA reporting requirements are as follows:

(1) Garrison Commanders/Garrison Managers will be responsible for submitting a fiscal year (FY) report to Region Directors when they approve payment of expenses under this policy. Regions will submit a consolidated report sorted by garrison to Director, HQIMA, ATTN: IMAH-HRD-D, 2511 Jefferson Davis Highway, Arlington, Virginia, 22202. Reports will be due NLT 15 November following the end of each FY in which payment of expenses was approved. The reporting spreadsheet is enclosed. If DCPDS provides the required information on professional credentials, the IMA annual report will no longer be required.

(2) HQIMA may request reports on the other aspects of program administration, as required.

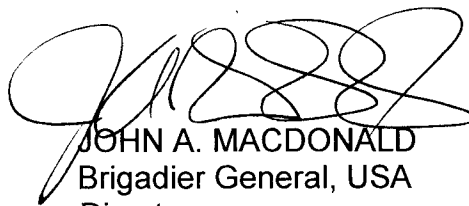
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j. This policy will be reviewed during the normal program evaluation cycle.

6. RESPONSIBILITY. The HQIMA Human Resources Division is the proponent for this IMA policy. Point of contact is the Chief, Workforce Development Branch at commercial (703) 602-4259, DSN 332-4259.

Encl



JOHN A. MACDONALD  
Brigadier General, USA  
Director

